



SRI VENKATESWARA

COLLEGE OF ENGINEERING AND TECHNOLOGY

Thirupachur-631203, Tiruvallur TK & DT
Approved by AICTE New Delhi & Affiliated to Anna University, Chennai
(A Telugu Minority Institution)

EVENT REPORT

DATE: 11.11.2022


Name of the Program : Seminar on time Management and Organization Skills
Name of the Resource Person : Mrs. V.Monisha
Date : 10.11.2022
Time : 09.30 a.m to 02.30 p.m
Venue : Seminar Hall
Programme Outcome : PO9 , PO10

Total Number of student's benefitted : 162

- Time management is the process of organizing and planning how to divide your time between different activities. Good time management takes a shift in focus from activities to results. Being busy isn't the same as being effective. In fact, for many people, the busier they are, the less they actually achieve.
- Good organization can also lead to better thinking. Decision making and problem solving rely on a clear head, plus ready access to the right information and tools.
- Organizational Skills
 - Listening skills
 - Communication
 - Creative thinking
 - Design
 - Documentation
 - Identifying problems
 - Conflict resolution
 - Multitasking
 - Developmental planning
 - Public speaking


PLACEMENT OFFICER




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Sri Venkateswara College of
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Thirupachur, Tiruvallur - 631 203


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REQUISITION LETTER

Date: 31.10.2022

From

The Placement officer
Sri Venkateswara College of Engineering and Technology
Thirupachur

To

The Principal,
Sri Venkateswara College of Engineering and Technology
Thirupachur

Sub: - Reg - Seminar on Time Management and Organization Skills

Respected Sir,

On behalf of the Training & Placement cell at Sri Venkateswara College of Engineering & Technology, we would like to make a request for your permission to conduct the "**Seminar on Time Management and Organization Skills**". The program will be held from 10.11.2022 for MBA & MCA first year students from Campus connect So kindly request you to grant permission to us to conduct the program successfully.

Thanking you.


Yours faithfully

V. RAJESH KUMAR


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Thirupachur, Thiruvallur - 631 203





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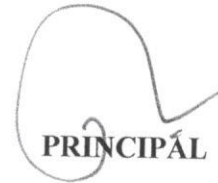
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DATE: 01.11.2022

CIRCULAR

Ref: SVCET/ T & P/ Circular/042

This is to inform that the Training and Placement cell is planning to conduct the program “Seminar on Time Management and Organization Skills” for the students of MBA & MCA first year on 10.11.2022 by Mrs. V.Monisha, Executive Director, Time Institute Chennai. All the students are advised to attend the session without fail.


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Copy Submitted To Chairman/Secretary/Treasurer-For Kind Information

Copy to:

1. Dean
2. All HODs
3. Notice Board/file




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BROCHURE

DATE: 01.11.2022



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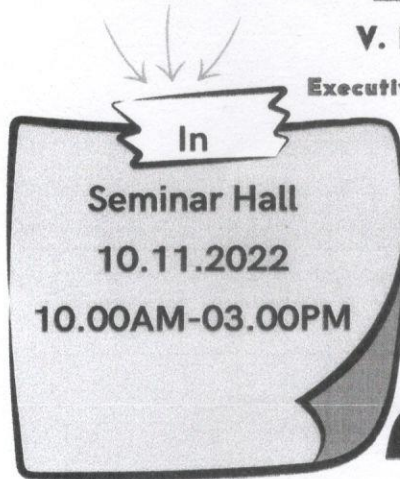
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Seminar On Time Management & Organization Skills

RESOURCE PERSON

V. MONISHA, B.E., MBA

Executive Director, Time Institute



In The Presence Of

Dr.S.K.Purushothaman
Chairman

Dr.G.Sreekanth
Secretary

Dr. S. Palani
Principal

Dr.M.Sivasubramaniyan
Vice - Principal

Seminar on Time Management & Organization Skills

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RESOURCE PERSON PROFILE



Name of the Resource Person : Mrs.V. Monisha

Educational Qualification : BE, MBA

Experience : 5 Years in Executive Director at Time Institute

Mrs. V. Monisha has a Executive Director at a Time Institute. She is good position bears the ultimate responsibility for the success or failure of an organization. She aspirants must invest significant time, effort, and commitment to prepare themselves for this challenging yet rewarding role. she is able to deliver a wide range of executive duties efficiently to bring the organization closer to its goals. Create effective business plans to achieve the organization's short- and long-term goals, technical and workplace skills.

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DEPARTMENT OF PLACEMENT AND TRAINING

STUDENT ENROLLED LIST

SEMINAR ON TIME MANAGEMENT AND ORGANIZATION SKILLS

ACADEMIC YEAR: 2022 - 23

S.NO	REGISTER .NO	NAME	DEPARTMENT	YEAR
1	112422631001	ABILASH KUMAR.B	MBA	I
2	112422631002	ABISHEK.A	MBA	I
3	112422631003	AISHWARYA.M	MBA	I
4	112422631004	AJITH KUMAR.T	MBA	I
5	112422631005	AKASH.M	MBA	I
6	112422631006	AKSHAYA THIRTHI.G	MBA	I
7	112422631007	ANTONY .J	MBA	I
8	112422631008	ANUPRIYA.S	MBA	I
9	112422631009	ARAVINDAN.G	MBA	I
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22	112422631022	FRANKLIN SELVAKUMAR.S	MBA	I
23	112422631024	GOPI.R	MBA	I
24	112422631026	HARI PRASATH.V	MBA	I
25	112422631025	HARI.S	MBA	I



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26	112422631027	HARISH.P	MBA	I
27	112422631028	HEMALATHA.D	MBA	I
28	112422631029	INDUMATHI.S	MBA	I
29	112422631030	JAGADEESH.K	MBA	I
30	112422631031	JAISAI.T.G	MBA	I
31	112422631032	JAMUNA.E	MBA	I
32	112422631033	JANSI RANI.N	MBA	I
33	112422631034	JAYAPRIYA.V	MBA	I
34	112422631035	JAYASURIYA.S	MBA	I
35	112422631036	KALEF KANGTAN.J	MBA	I
36	112422631037	KAVERY.V	MBA	I
37	112422631038	KEERTHANA.C	MBA	I
38	112422631039	KEERTHIKA.K (11.9.2000)	MBA	I
39	112422631040	KEERTHIKA.K (07.05.2002)	MBA	I
40	112422631041	KISHORE.K	MBA	I
41	112422631042	KISHORE.P	MBA	I
42	112422631043	KOKILA.B	MBA	I
43	112422631044	LALITHA.E	MBA	I
44	112422631045	LAVANYA.M	MBA	I
45	112422631046	LOGESHWERAN.T	MBA	I
46	112422631047	MADHANRAJ.V	MBA	I
47	112422631048	MAGESH RAJ.U	MBA	I
48	112422631049	MAHA.K	MBA	I
49	112422631050	MATHEW DANIEL.P	MBA	I
50	112422631051	MOHAMMED SYED IBRAHIM.SM	MBA	I
51	112422631052	MONISHA.A	MBA	I
52	112422631053	MUGILARASAN.P	MBA	I
53	112422631054	MULLAI SELVIA	MBA	I
54	112422631055	NAGARAJ.K	MBA	I
	112422631056	NAGARAJ.P	MBA	I



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56	112422631057	NANDHAKUMAR.N	MBA	I
57	112422631058	NANDHINI.M (26.10.1997)	MBA	I
58	112422631059	NANDHINI.M (9.11.1999)	MBA	I
59	112422631060	NARASIMMAN.E	MBA	I
60	112422631061	NAVEEN.N	MBA	I
61	112422631062	NEELAVANAN.D	MBA	I
62	112422631063	NIRANJAN.G.B	MBA	I
63	112422631065	NITHYASRI.PG	MBA	I
64	112422631066	PADHMASHREE.M D	MBA	I
65	112422631067	PARTHASARATHI.R	MBA	I
66	112422631069	PAVITHRA.A	MBA	I
67	112422631070	PAVITHRA.G	MBA	I
68	112422631071	PAVITHRA.S	MBA	I
69	112422631072	PERARASAN.S	MBA	I
70	112422631073	PRASATH.K	MBA	I
71	112422631074	PRAVEEN.M	MBA	I
72	112422631075	PREAM KUMAR.V	MBA	I
73	112422631076	PRINCY DE SELVIYA.P	MBA	I
74	112422631077	PRIYANKA.C	MBA	I
75	112422631078	PRIYANKA.P	MBA	I
76	112422631079	PUGAZANDHI. A	MBA	I
77	112422631080	PURUSHOTHAMAN.S	MBA	I
78	112422631081	RAGUL RAJ .R	MBA	I
79	112422631082	RAJESH.J	MBA	I
80	112422631083	RAVEENDRAN.P	MBA	I
81	112422631084	RENJAN RENOLD.S	MBA	I
82	112422631085	ROBINSON.A	MBA	I
83	112422631086	ROHIT.V	MBA	I
84	112422631087	SANTHOSH.B	MBA	I
85	112422631088	SARAN RAJ.S	MBA	I
	112422631089	SARANYA.G	MBA	I

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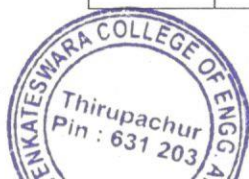


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87	112422631090	SARANYA.K	MBA	I
88	112422631091	SATHISH.R	MBA	I
89	112422631093	SAVEETHA.A	MBA	I
90	112422631094	SELEENA.PJ	MBA	I
91	112422631095	SHARMILA.S	MBA	I
92	112422631096	SILAMBARASAN.M	MBA	I
93	112422631097	SNEKA	MBA	I
94	112422631098	SOMESH.G	MBA	I
95	112422631099	SOWMIYA.G	MBA	I
96	112422631100	SOWMIYA.R	MBA	I
97	112422631102	TAMILARASAN.D	MBA	I
98	112422631103	TAMILARASAN.M	MBA	I
99	112422631104	THANGARASU.K	MBA	I
100	112422631105	THILAGAVATHI.K	MBA	I
101	112422631106	VALLARASU.S	MBA	I
102	112422631108	VARAPRASATH.S	MBA	I
103	112422631109	VASIGARAN.G	MBA	I
104	112422631110	VINETHA.S	MBA	I
105	112422631111	VINODH.R	MBA	I
106	112422631112	YAMINI	MBA	I
107	112422631113	YUVARANI.V	MBA	I
108	112422622001	ABI B	MCA	I
109	112422622002	ABINESH I C	MCA	I
110	112422622003	ABINESH M	MCA	I
111	112422622004	ABISEKAN M J	MCA	I
112	112422622005	ARAVIND KUMAR R	MCA	I
113	112422622006	ARCHANA G S	MCA	I
114	112422622007	ARUNKUMAR K	MCA	I
115	112422622008	BHUVANESH D	MCA	I
116	112422622009	DEEPAK M	MCA	I
117	112422622010	DEEPAK T	MCA	I



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118	112422622011	DHANUSHA V	MCA	I
119	112422622012	DHATCHANA MOORTHY R	MCA	I
120	112422622013	GANESAN M	MCA	I
121	112422622014	GAYATHRI A	MCA	I
122	112422622015	HEMALATHA R	MCA	I
123	112422622016	JANANI M	MCA	I
124	112422622017	JENIFER J	MCA	I
125	112422622018	KIRUTHIKA E	MCA	I
126	112422622019	KUMUTHA G	MCA	I
127	112422622020	MAGESHWARI A	MCA	I
128	112422622021	MANOJ K	MCA	I
129	112422622022	MANOJ KUMAR V	MCA	I
130	112422622023	MUTHUKUMAR BALAJI B	MCA	I
131	112422622024	NAGARAJ S	MCA	I
132	112422622025	NALLAMELLI RAKESH N	MCA	I
133	112422622026	NISHANTHI U	MCA	I
134	112422622027	NITHISHWARAN S	MCA	I
135	112422622028	PADMA PRIYA H	MCA	I
136	112422622029	POOVAZHAGI N	MCA	I
137	112422622030	PRASAD G	MCA	I
138	112422622031	PRAVEEN N	MCA	I
139	112422622032	PRIYA S	MCA	I
140	112422622033	PUGAZHMANI S	MCA	I
141	112422622034	PUSHPA M	MCA	I
142	112422622035	RAGUL GANDHI G	MCA	I
143	112422622036	RAJESH KHANNA V	MCA	I
144	112422622037	RATHISH B	MCA	I
145	112422622038	RATHNA PRIYA H	MCA	I
146	112422622039	REVATHI S	MCA	I
147	112422622040	ROHITH KUMAR S	MCA	I



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148	112422622041	SASIKALA AK	MCA	I
149	112422622042	SASIKUMAR V	MCA	I
150	112422622043	SHALINI P	MCA	I
151	112422622044	SOWMIYA A	MCA	I
152	112422622045	SWETHA S	MCA	I
153	112422622046	VARALAKSHMI R	MCA	I
154	112422622047	VENKATA RAO P	MCA	I
155	112422622048	VIJAY R D	MCA	I
156	112422622049	VIJAYA LAKSHMI V	MCA	I
157	112422622050	VIKASKUMAR K	MCA	I
158	112422622051	VIMALA R	MCA	I
159	112422622052	VISHNU S	MCA	I
160	112422622053	VIVEK KUMAR S	MCA	I
161	112422622054	YAMINI N	MCA	I
162	112422622055	YUVARANI S	MCA	I

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Thirupachur, Tiruvallur - 631 203



DEPARTMENT OF TRAINING AND PLACEMENT CELL
ATTENDANCE SHEET

PROGRAMME ON - SEMINAR ON TIME MANAGEMENT AND ORGANIZATION SKILLS

YEAR: 2022 -23

DATE: 10.11.22

S.NO	REGISTER.NO	NAME	DEPARTMENT	SIGNATURE
1	112422631001	ABILASH KUMAR.B	MBA	B. Abilash Kumar
2	112422631002	ABISHEK.A	MBA	A. Abishek
3	112422631003	AISHWARYA.M	MBA	m. Aishwarya
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26	112422631027	HARISH.P	MBA	P. Harish
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31	112422631032	JAMUNA.E	MBA	E. Jamuna
32	112422631033	JANSI RANI.N	MBA	N. Jansirani
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42	112422631043	KOKILA.B	MBA	B. Kokila
43	112422631044	LALITHA.E	MBA	Lalitha.E
44	112422631045	LAVANYA.M	MBA	LAVANYA.M
45	112422631046	LOGESHWERAN.T	MBA	T. Logeshwara
46	112422631047	MADHANRAJ.V	MBA	Madhanraj.V
47	112422631048	MAGESH RAJ.U	MBA	U. Magesh Raj
48	112422631049	MAHA.K	MBA	K. Maha
49	112422631050	MATHEW DANIEL.P	MBA	Mathew Paul.P
50	112422631051	MOHAMMED SYED IBRAHIM.SM	MBA	moammed syed ibrahim -
51	112422631052	MONISHA.A	MBA	monisha.A
52	112422631053	MUGILARASAN.P	MBA	P. Mugilarasan
53	112422631054	MULLAI SELVIA	MBA	A. Mulla Selva



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54	112422631055	NAGARAJ.K	MBA	Nagaraj.K
55	112422631056	NAGARAJ.P	MBA	Nagaraj.P
56	112422631057	NANDHAKUMAR.N	MBA	Nandhakumar.N
57	112422631058	NANDHINI.M (26.10.1997)	MBA	Nandhini.M
58	112422631059	NANDHINI.M (9.11.1999)	MBA	Nandhini.M
59	112422631060	NARASIMMAN.E	MBA	Narasimman.E
60	112422631061	NAVEEN.N	MBA	Naveen.N
61	112422631062	NEELAVANAN.D	MBA	Neelavanan.D
62	112422631063	NIRANJAN.G.B	MBA	Niranjana.G.B
63	112422631065	NITHYASRI.PG	MBA	Nithyasri.PG
64	112422631066	PADHMASHREE.M D	MBA	Padhmashree.M D
65	112422631067	PARTHASARATHI.R	MBA	Parthasarathi.R
66	112422631069	PAVITHRA.A	MBA	Pavithra.A
67	112422631070	PAVITHRA.G	MBA	Pavithra.G
68	112422631071	PAVITHRA.S	MBA	Pavithra.S
69	112422631072	PERARASAN.S	MBA	Perarasan.S
70	112422631073	PRASATH.K	MBA	Prasath.K
71	112422631074	PRAVEEN.M	MBA	Praveen.M
72	112422631075	PREAM KUMAR.V	MBA	Pream Kumar.V
73	112422631076	PRINCY DE SELVIYA.P	MBA	Princy De Selviya.P
74	112422631077	PRIYANKA.C	MBA	Priyanka.C
75	112422631078	PRIYANKA.P	MBA	Priyanka.P
76	112422631079	PUGAZANDHI. A	MBA	Pugazandhi.A
77	112422631080	PURUSHOTHAMAN.S	MBA	Purushothaman.S
78	112422631081	RAGUL RAJ .R	MBA	Ragul Raj.R
79	112422631082	RAJESH.J	MBA	Rajesh.J
80	112422631083	RAVEENDRAN.P	MBA	Raveendran.P
81	112422631084	RENJAN RENOLD.S	MBA	Renjan Renold.S
82	112422631085	ROBINSON.A	MBA	Robinson.A
83	112422631086	ROHIT.V	MBA	Rohit.V



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84	112422631087	SANTHOSH.B	MBA	Santhosh B.
85	112422631088	SARAN RAJ.S	MBA	Saran Raj S
86	112422631089	SARANYA.G	MBA	G. Saranya.
87	112422631090	SARANYA.K	MBA	Saranya K
88	112422631091	SATHISH.R	MBA	Sathish R.
89	112422631093	SAVEETHA.A	MBA	Saveetha A
90	112422631094	SELEENA.PJ	MBA	P.J. Selva
91	112422631095	SHARMILA.S	MBA	S. Sharmila.
92	112422631096	SILAMBARASAN.M	MBA	M. Silambarasan
93	112422631097	SNEKA	MBA	Sneka
94	112422631098	SOMESH.G	MBA	G. Somesh.
95	112422631099	SOWMIYA.G	MBA	G. Sowmiya
96	112422631100	SOWMIYA.R	MBA	A.R. Sowmiya
97	112422631102	TAMILARASAN.D	MBA	D. Tamilarasan
98	112422631103	TAMILARASAN.M	MBA	M. Tamilarasan
99	112422631104	THANGARASU.K	MBA	K. Thangarasu
100	112422631105	THILAGAVATHI.K	MBA	Thilagavathi K.
101	112422631106	VALLARASU.S	MBA	S. Vallarasu
102	112422631108	VARAPRASATH.S	MBA	Varaprasath S
103	112422631109	VASIGARAN.G	MBA	Vasigara G
104	112422631110	VINETHA.S	MBA	S. Vinetha
105	112422631111	VINODH.R	MBA	Vinodh R
106	112422631112	YAMINI	MBA	Yamini
107	112422631113	YUVARANI.V	MBA	V. Yuvarani
108	112422622001	ABI B	MCA	B. Abi
109	112422622002	ABINESH I C	MCA	C. Abinash.
110	112422622003	ABINESH M	MCA	M. ABINESH
111	112422622004	ABISEKAN M J	MCA	M. J. Abisekan.
112	112422622005	ARAVIND KUMAR R	MCA	R. Aravind Kumar.
113	112422622006	ARCHANA G S	MCA	G.S. Archana.
	112422622007	ARUNKUMAR K	MCA	K. Arunkumar.



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115	112422622008	BHUVANESH D	MCA	Bhuvanesh D
116	112422622009	DEEPAK M	MCA	Deepak M
117	112422622010	DEEPAK T	MCA	Deepak T
118	112422622011	DHANUSHA V	MCA	Dhanush V
119	112422622012	DHATCHANA MOORTHY R	MCA	Dhatchana Moorthy R
120	112422622013	GANESAN M	MCA	Ganesan M
121	112422622014	GAYATHRI A	MCA	Gayathri A
122	112422622015	HEMALATHA R	MCA	Hemalatha R
123	112422622016	JANANI M	MCA	Janani M
124	112422622017	JENIFER J	MCA	Jenifer J
125	112422622018	KIRUTHIKA E	MCA	Kiruthika E
126	112422622019	KUMUTHA G	MCA	Kumutha G
127	112422622020	MAGESHWARI A	MCA	Mageshwari A
128	112422622021	MANOJ K	MCA	Manoj K
129	112422622022	MANOJ KUMAR V	MCA	Manoj Kumar V
130	112422622023	MUTHUKUMAR BALAJI B	MCA	Muthukumar Balaji B
131	112422622024	NAGARAJ S	MCA	Nagaraj S
132	112422622025	NALLAMELLI RAKESH N	MCA	Nallamelli Rakesh N
133	112422622026	NISHANTHI U	MCA	Nishanthi U
134	112422622027	NITHISHWARAN S	MCA	Nithishwaran S
135	112422622028	PADMA PRIYA H	MCA	Padma Priya H
136	112422622029	POOVAZHAGIN	MCA	Poo vazhagin
137	112422622030	PRASAD G	MCA	Prasad G
138	112422622031	PRAVEEN N	MCA	Praveen N
139	112422622032	PRIYA S	MCA	Priya S
140	112422622033	PUGAZHMANI S	MCA	Pugazhmani S
141	112422622034	PUSHPA M	MCA	Pushpa M
142	112422622035	RAGUL GANDHI G	MCA	Ragul Gandhi G
143	112422622036	RAJESH KHANNA V	MCA	Rajesh Khanna V



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144	112422622037	RATHISH B	MCA	B.Rathish
145	112422622038	RATHNA PRIYA H	MCA	H.Rathna Priya
146	112422622039	REVATHI S	MCA	S.Revathi
147	112422622040	ROHITH KUMAR S	MCA	S.Rohith Kumar
148	112422622041	SASIKALA AK	MCA	Sasikala A.K
149	112422622042	SASIKUMAR V	MCA	V.Sasikumar
150	112422622043	SHALINI P	MCA	Shalini P
151	112422622044	SOWMIYA A	MCA	A.Sowmiya
152	112422622045	SWETHA S	MCA	S.Swetha
153	112422622046	VARALAKSHMI R	MCA	R.Varalakshmi
154	112422622047	VENKATA RAO P	MCA	P.Venkata Rao
155	112422622048	VIJAY R D	MCA	R.D.Vijay
156	112422622049	VIJAYA LAKSHMI V	MCA	V.Vijaya Lakshmi
157	112422622050	VIKASKUMAR K	MCA	K.Vikas Kumar
158	112422622051	VIMALA R	MCA	R.Vimala
159	112422622052	VISHNU S	MCA	S.Vishnu
160	112422622053	VIVEK KUMAR S	MCA	S.Vivek Kumar
161	112422622054	YAMINI N	MCA	N.Yamini
162	112422622054	YUVARANI.S	MCA	S.Yuvarani

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SEMINAR ON TIME MANAGEMENT AND ORGANIZATION SKILLS

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DATE: 10.11.2022



Programme Conducted on Seminar on Time Management and Organization Skills

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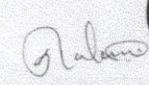
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CERTIFICATE OF PARTICIPATION

This is to Certify that Mr/Ms **S. VISHNU**

has Participated in the SEMINAR ON TIME MANAGEMENT AND ORGANIZATION
SKILLS on 10.11.2022 at Sri Venkateswara College of Engineering and Technology


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